

REQUISITION

STATE PROCUREMENT BUREAU

General Services Division
Montana Department of Administration
P.O. Box 200135
Helena, MT 59620-0135
Phone: (406) 444-2575
Fax: (406) 444-2529
TTY Users-Dial 711

INSTRUCTIONS: Complete form and send through Outlook to: State Procurement Bureau. Use keyword "Requisition" as subject.

BILL TO:

Name:
Agency:
Address:
City, State ZIP:

SHIP TO:

Name:
Agency:
Address:
City, State ZIP:

Date:
Agency Requisition Number:
Agency Name:
Agency Contact Person:
Phone :
Fax:
E-mail:

Requisition Prepared By:

1. Short project title:
2. For which fiscal year:
3. Are federal funds involved: ☐ Yes ☐ No
4. Suggested vendors list attached? ☐ Yes ☐ No
5. Are additional specifications attached? ☐ Yes ☐ No
6. RFP ☐ IFB ☐ Sole Source (justification attached) ☐

QTY	UNIT	DESCRIPTION	ESTIMATED UNIT PRICE	TOTAL
(Attach more pages if needed)			ESTIMATED INITIAL CONTRACT VALUE	

I certify that the items specified in this requisition are absolutely necessary; that they are to be used for the benefit of the State of Montana; that there is proper authority of law and sufficient funds for this purchase; and that this purchase will not result in any request for additional funds from the Legislature.

Authorized by

Date

COMMENTS:

REQUISITION INSTRUCTIONS

Filling Out the Form

Complete **BILL TO:** and **SHIP TO:** by filling in the requested information.

Date: use current date.

Agency Requisition Number: your agency's choice. SPB will use the number you supply.

Agency Name: insert your agency's name.

Agency Contact Person: who SPB should call with questions on the project.

Phone: phone number of agency contact person.

Fax: fax number of agency contact person.

E-mail: e-mail of agency contact person.

Requisition Prepared By: name of person completing the requisition form.

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1. **Short project title:** supply up to five words suitable for a solicitation title.
 2. **For which fiscal year:** fiscal year the payment will come out of.
 3. **Are federal funds involved:** tells SPB whether to check federal debarred list and if reciprocal preference should not be considered.
 4. **Suggested vendors list attached:** not required, but tells SPB if there are some vendors you want to be sure to receive notification of the solicitation.
 5. **Are additional specifications attached:** tells SPB whether you will be attaching additional specifications in WORD or other documents to the Outlook message. Indicate whether more documents will be sent and how.
 6. **RFP/IFB/Sole Source:** note your preference for a solicitation method. If requesting a sole source purchase, be sure to attach the required justification.
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Description: the specification details can be provided in the space available on the requisition form or attached in a WORD document to the Outlook message. **Note: an estimated dollar amount must be included that corresponds to the "initial contract value." If renewals are anticipated, please note in the Description.**

Authorized by: fill in the name of the person authorizing the procurement. **Note: we strongly recommend that your agency print a hard copy of the requisition, have it signed, and store it in your office for audit purposes.**

Comments: use this area to give SPB additional information, to include accounting data for internal use, etc.

Submit the requisition by e-mailing it to "State Procurement Bureau" in the Address Book in Microsoft Outlook. Use "Requisition" in the Subject line.